

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: August 16, 2004

LEAVE ACCOUNTING LETTER #04-017
(Civil Service Only)

TO: All Agencies in the California Leave Accounting System (CLAS)

FROM: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services DivisionRE: **VOLUNTARY PERSONAL LEAVE PROGRAM**

As of July 1, 2004, participation in the mandatory 2003 Personal Leave Program (PLP) was terminated for bargaining units 08, 16, 17, and 19, as well as for excluded employees. However, employees have the option of electing to participate in the Voluntary PLP. Please refer to the Department of Personnel Administration's (DPA) Personnel Management Liaison (PML) memos #2004-036 and #2004-037, respectively.

For those employees interested in voluntarily participating in the PLP, departments will need to post hours to the Voluntary PLP benefit depending on the program provisions for their CBID, time base, and whether the employee is having 5% or 10% deducted from their paycheck. For more information regarding provisions of the Voluntary PLP, refer to the DPA PML memo #2003-046 and DPA Rule 599.737.5.

The Leave Benefit ID to use when posting Voluntary PLP is "PV". An Earn (05) transaction code may be used to post hours to this benefit. Please refer to the Civil Service Job Aids at the following link, <http://www.sco.ca.gov/ppsd/clas/pdf/csaid.pdf>, for other transactions that are available for use with this benefit.

Currently, the name and abbreviation of the Voluntary PLP benefit is "Personal Leave Voluntary" and "PLV", respectively. Effective August 19, 2004, the name of this benefit will be changed to "Voluntary PLP" and the abbreviation will be changed to "VPLP" to be consistent with the references made to this benefit in the DPA PML memos. Any activity previously keyed to the Leave Benefit ID "PV" will not be affected by this change and will continue to exist on the CLAS.

When posting hours for full-time employees, 8 hours of "PV" should be posted for those employees having 5% of their pay deducted from their check (via Earnings ID 8VL1), and 16 hours should be posted for employees having 10% of pay deducted (via Earnings ID 8VL2). Additional information regarding the administration of the Earnings ID's may be found in the DPA Pay Letters #04-12 and #04-13. Hours for fractional time base or intermittent employees should be prorated according to the DPA PML #2003-046 dated October 24, 2003.

If you have any questions regarding this leave letter, please contact the Leave Accounting Liaison at (916) 327-0756.

JH:JMH:CLAS